

## CHAPTER 3

### ARTICLE 19 - ACADEMY TRAINING

*Revised March 11, 2002*

#### **32020.1 Policy**

The California Department of Corrections (CDC) maintains the Richard A. McGee Correctional Training Center (CTC) as an Academy to provide effective entry level custody training and courses for advanced and/or senior employees, managers, support staff, and other employees, who require training in compliance with statutes, laws, regulations, and collective bargaining agreements.

#### **32020.2 Purpose**

This article specifies CDC approved training methods, standards, and applications specific to CTC.

#### **32020.3 Objectives**

The objectives of CTC are:

- To carry out the mandates of statutes, laws, regulations, and collective bargaining agreements.
- To assist in the evaluation and selection of correctional officer candidates.
- To refine and expand the professional knowledge and skills of the attending students.
- To meet standards of accreditation as defined by the Commission on Correctional Peace Officer Standards and Training (CPOST), and the American Correctional Association.
- To provide training services and information to all CDC staff when applicable.

#### **32020.4 Definitions**

Basic Correctional Officer Academy – Courses structured for employees recruited for Correctional Officer classifications.

Parole Academy – Courses structured for employees recruited for Parole Agent classifications.

Managers/Supervisors Academy – Courses structured to expand and improve job performance in the classifications of managers and supervisors.

Cadet – Newly appointed Correctional Officers attending the Basic Correctional Officer Academy at CTC.

Trainee – Any employee at the CTC attending training courses.

#### **32020.5 Responsibilities**

The Deputy Director, Administrative Services Division, shall administer the training programs.

The overall supervision is delegated to the Chief, Office of Departmental Training.

##### **Office of Departmental Training**

The Chief, Office of Departmental Training, shall determine training needs, audit courses currently being presented at CTC, function as an administrative liaison between CPOST, the CTC administrator, and institutional training managers, and assist in the selection of CTC personnel. These functions may be delegated to the CTC administrator.

##### **Correctional Training Center Administrator**

Under the direction of the Chief, Office of Departmental Training, the CTC Administrator oversees the day-to-day operation of all CTC programs, acts as administrator over the Basic Correctional Officer Academy, and ensures compliance with CDC policies and procedures.

##### **Correctional Business Manager**

Under the supervision of the CTC Administrator, the Correctional Business Manager shall establish the overall direction of the business services functions for the CTC. The Correctional Business Manager shall prepare reports, manuals, and documents required by CDC administration, control agencies and divisional administration. Other functions include, but are not limited to, reviewing and evaluating existing policies and procedures, and the development of Budget Change Proposals.

#### **Academy Commander, Basic Correctional Officer Academy**

Under the direct supervision of the CTC Administrator, the Academy Commander (Correctional Captain) directs the daily operation and overall supervision of the Basic Correctional Officer Academy (BCOA).

#### **Basic Correctional Officer Academy Instructors**

The BCOA instructors are under the general supervision of a Correctional Lieutenant and are the day-to-day instructors in the BCOA at the CTC. They prepare a written evaluation of Cadets attending the BCOA, including both the appraisal of academic achievement and the general performance of the Cadet as a new correctional officer. They also provide consultative and/or instructional assistance to institutions and other departments or agencies, as needed.

#### **Cadets**

Newly appointed Correctional Officer Cadets attending the BCOA are formally assigned to the CTC for the period of their training.

During this period, the Cadets comply with the expectations and practices established by the CTC. These expectations and practices shall be written and included in the Cadet Handbook, which shall be given to each Cadet prior to the first day of orientation.

#### **Trainees**

Trainees are any employees attending courses at the CTC and shall comply with the expectations and practices. Trainees attending advanced training courses at the CTC remain formally assigned to their sending location during the period of training. During this period the Trainee shall:

- Maintain punctual and complete attendance to their assigned classes, while maintaining a professional demeanor and conduct.
- Comply with the expectations and practices of the CTC. Written copies of this information shall be given to the Trainee during the orientation period. Failure to abide by these expectations and practices shall be cause for immediate return of the individual to the sending location with possible adverse action proceedings to follow.
- Refrain from any interference with the training programs at the CTC. Trainees are invited to observe the training within the CTC and provide staff with constructive feedback regarding the training process.

#### **Correctional Training Center Personnel Office**

All personnel matters, regarding the Cadets, Trainees and CTC staff, shall be the responsibility of the CTC Personnel Office.

Those employees attending the CTC for a limited period shall have use of the personnel office in a liaison capacity with their specific personnel office.

#### **Institutional Training Managers**

The institutional training managers ensure that all employees scheduled for attendance at CTC training, meet all of the prerequisite criteria for the specific courses scheduled, and shall assist each scheduled employee with necessary advanced payments for:

- Meals.
- Lodging.
- Transportation.
- Other appropriate expenses.

They also ensure that information is distributed within the institution regarding the CTC's schedule of advanced training courses.

#### **32020.6 Uniforms and Grooming Standards**

The CDC uniform and grooming standards are defined in Department Operations Manual (DOM) Chapter 3, Article 21, Uniforms.

### **32020.7 Basic Correctional Officer Academy Curriculum**

The courses at the BCOA will be developed by the Office of Departmental Training, Staff Development Center (SDC) and will be in compliance with the standards prescribed by Penal Code (PC) 13601 and CPOST.

#### **32020.7.1 Lesson Plans**

Lesson plans and copies of all handout materials shall be maintained on file at the CTC and SDC. Lesson plans may be provided to CDC's institutions, parole regions, other departments, and agencies upon request.

#### **32020.7.2 Testing**

All candidates attending the BCOA shall attain and maintain at least the minimum score established by CDC, and CPOST. Other applicable laws may designate weapons averages in order to obtain an acceptable level of achievement for graduation.

#### **32020.7.3 Re-Testing**

Cadets not achieving a passing score on any written major examination shall be provided with an opportunity to retake the same, or similar, written major examination one time only. The Cadet shall be given the minimum passing score if they successfully pass the re-test of the major examination.

Any Cadet not achieving a passing score during the firing portion of the firearms training shall, within five working days, be given an opportunity to retest with the weapon(s). Additional instruction and supervision shall accompany this re-testing.

Any Cadet who does not initially demonstrate confidence with the chemical agents shall be provided with an additional opportunity to familiarize themselves with these items.

#### **32020.7.4 Evaluation**

Each Cadet shall be continually evaluated during the BCOA. The evaluation shall give specific attention to the following areas of interest:

- Score achieved on all examinations.
- General academic performance.
- Professional appearance and behavior.
- Relationships with people.
- Punctuality.
- Quality of the final product of assigned tasks.
- Response to directions and constructive criticism.

The Cadet's assigned company commander shall prepare the written evaluation report (CTC instructor).

#### **Distribution of Evaluation**

Two copies of the evaluation report shall be prepared. The original copy shall be forwarded to the Cadet's receiving/hiring institution's Training Manager for the institution's training file. A copy of the report shall also be sent to the Cadet.

The report may be used by the Cadet's assigned first-line supervisor at the institution in the preparation of the employee's probationary performance report and any follow-up training plan.

#### **32020.8 Rejection/Dismissal**

Cadets who fail their initial examinations and any re-tests may be rejected during their probation.

CTC shall coordinate rejection on probation actions initiated, and upon completion forward the action to the hiring institution of the affected Cadet.

Dismissal of any Cadet is considered an adverse personnel action.

The Cadet is entitled to all rights and privileges afforded by relevant personnel laws and regulations. Adverse personnel actions are defined in DOM Chapter 3, Article 22.

#### **32020.9 Advanced Training**

The need for courses offered by the CTC for advanced and/or senior employees of the CDC shall be based upon:

- New laws and/or court decisions affecting operations of correctional institutions and/or parole regions.

- CDC mandates as a result of significant changes in policies and/or procedures.

#### **Prerequisites**

Upon determination of the advanced training courses to be offered, specific prerequisites shall be established for each course.

The prerequisites shall identify:

- The job classifications of employees who would most benefit from the course.
- Any special previous experience or education/training that would aid the employee to specifically benefit from the course.

#### **Evaluation**

Each Trainee attending an advanced training course shall be given the opportunity to evaluate, in writing, the course process and content. The evaluations shall be returned to the SDC prior to the Trainee's departure.

The course evaluations or a summary shall be maintained on file by the SDC. The evaluations shall be made available to the Chief, Office of Departmental Training, for review upon request.

#### **32020.10 Housing and Food Services**

All Cadets/Trainees attending courses at the CTC shall be provided with living accommodations, if available. The Food Service Unit of the CTC shall provide meals.

#### **32020.11 Curriculum Updating**

SDC staff shall review all courses offered to ensure maintenance of current information that is used in all presentations. The review date shall be indicated on the approved lesson plan and shall not exceed 12 months between review dates. The review shall include:

- All lesson plans.
- All handout materials.
- All course evaluations.
- Current reference materials available.

SDC employees shall be responsible for updating all handout materials. CPOST will review all revised lesson plans.

#### **32020.12 Institutional Resource Sites**

Firearms and chemical agent demonstration exercises shall be conducted at a qualified range approved by the Academy Administrator.

Local institutions will be used by the CTC to familiarize employees at the BCOA with various institutional settings.

The Cadet On-Site Institutional Training (COSIT) familiarization exercise in the institutions is subject to the approval of the warden, or designee, of the hosting institution and the availability of employees at the hosting institution to assist with the COSIT exercises.

#### **32020.13 Revisions**

The Deputy Director, Administrative Services Division, or designee shall ensure that the contents of this article are accurate and current.

#### **32020.14 References**

PC §§ 832, and 13601

DPA Rules

CPOST Guidelines